COMPUTER SERVICE TECHNICIAN
FINANCE DEPARTMENT – INFORMATION SYSTEMS

SALARY RANGE: $22.32 - $29.92 per hour

CLOSING DATE: July 7, 2014

ABOUT THE JOB: A Computer Service Technician performs a variety of duties related to information services and technology in the fields of communications, telephone, networks, computer systems and equipment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Install and test various system and application software packages;
- Provide software support to users and instruct staff on basic to advanced elements of hardware and software packages;
- Perform preventative maintenance and scheduled upgrades to computer equipment;
- Evaluate general cabling needs for new offices or offices being remodeled;
- Perform maintenance and updates to City's telephone and voicemail systems;
- Schedule and conduct security back-ups on City of department computer systems;
- Provide excellence in internal and external customer service;
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a high school diploma or GED and two years experience in computer hardware and software support in a network environment or an equivalent combination of education and experience.

Requires a valid driver's license and the ability to meet the City's driving standards.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.